

Chief, Management Staff

13 March 1959

Chief, Records Management Staff

Report for Week Ending 11 March 1959

1. Contributions

a. Tangible

- (1) The Records Center received 233 cu. ft. of inactive records from nine offices.
- (2) Completed five new and three revised forms; 18 forms were made obsolete.
- (3) OCR/Library has accepted our proposal to use Saffi-Stak file equipment in lieu of special cabinets for the storage of microfilm, thereby providing a savings of approximately \$100. and some intangible savings in space requirements.
- (4) OO/FDD has agreed to our proposal to use 7 - 20 drawer 3 x 5 cabinets in lieu of 7 safes to house a file of approximately 200,000 cards. This proposal will provide a tangible savings of approximately \$2300. in filing equipment and considerable savings in floor space.

b. Intangible

- (1) Approximately 25 persons were briefed at the Support Services Exhibit and 38 pieces of literature were distributed.

2. Assignments-Active

a. Forms

- (1) Nine new and 16 revised forms in process.
- (2) Revision of Travel Order.
- (3) Teletype Dissemination Information Reports and Systems.
- (4) Revision of Dispatch Form.

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(5) Improved Management of Stocked Forms.

(6) Uniform Information report.

(7) Evaluation of Information Reports.

b. Shelf Filing

(1) Office of Personnel.

(2) Acquisition Branch Library/OCR.

(3) Contact Division.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files.

(2) OO/PAD Translation Index. See l.a. (4).

(3) Contract Personnel Division/OP Card Index.

a secure area has now been made available and we are supplying information on special file equipment appropriate for this index.

(4) Special Assistant/DD/S, Subject-Numeric. Installation completed. Report being prepared.

(5) Graphics Register Film Index.

d. Audit and Revision of Records Control Schedules

(1) OCR.

(2) OO/FMD. Audit completed and revision of schedule in process. Also see l.a. (4) which resulted from this audit.

e. Special Projects

(1) Development of Training Program for Records Officer, DD/P. Additional material prepared.

(2) Revision and Reorder of Overnight Storage Boxes. FSS has developed three models for our inspection.

(3) DD/P Support Records. Survey to determine need for retention and disposal of these records in process.

- (4) Predecessor Agency Records (OSS, SSG, and CIG). Preliminary survey of these records needed for inventory and schedule. Arrangements made to start inventory 16 March.

f. Vital Materials.

- (1) Office of Controller has forwarded revised schedule for our review and approval.

3. News

- a. [] of the Records Center was presented a check for his suggestion to provide for Emergency Lighting facility in the Records Center in the event of power failure. This is the second suggestion accepted from []

[]

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Mgt/S/RMS/[] (13 March 1959)